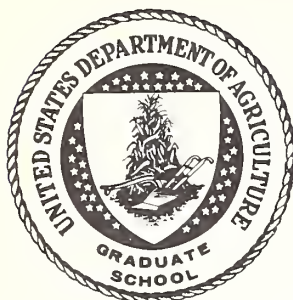


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# GRADUATE SCHOOL

CONTINUING EDUCATION  
FOR THE FEDERAL  
COMMUNITY

## Newsletter

U. S. DEPT. OF AGRICULTURE  
NATIONAL AGRICULTURAL LIBRARY

### CALENDAR OF EVENTS

March 1969

April 1

2

12

MAR 24 1969

CURRENT SERIAL RECORDS

Faculty Luncheon - to be announced.

Lecture - "Cell Membranes and Virus

Attachment," by Dr. Samuel Dales. Plant

Industry Station, Beltsville, at 10:30 a.m.

Saturday morning computer classes begin.

### SELF-STUDY PROJECT

Convenience, low cost, and quality teachers, are among the major strengths of the Graduate School in the view of a number of its faculty and committee members.

This was reported at our March faculty luncheon when members of the Graduate School's Self-Study Steering Committee gave a "preview" of responses to the self-study questionnaire sent in February to faculty and committee members. The questionnaire is also being sent to students, agency training officers, and the Graduate School's administrative staff, Assistant Director Edmund N. Fulker pointed out as he opened the luncheon seminar. Mr. Fulker is heading up our self-study project.

Members of the Self-Study Steering Committee who summarized the opinions of faculty and committee member respondents to the questionnaires includes (l. to r.) Joseph L. Matthews, member, Committee on Academic Excellence; Wayne V. Dexter, Chairman of Information Committee; Jerome A. Miles, Chairman, Office Techniques



and Operations Committee; Bruce Kelly, Chairman, Mathematics and Statistics Committee; J. James McPherson, Chairman, Committee on Academic Excellence.

Other strengths of the Graduate School, in the opinion of over two hundred teachers and committee members who returned the self-study questionnaires, included:

- Flexibility -- school can and does adjust to needs of students.
- Mature, serious students and their high interest in subject matter.
- Professionalism and dedication of faculty and staff.
- Academic freedom, independence and informality.
- Variety and relevance of courses.
- Practical orientation, due to non-degree status of school.
- Availability of staff for conferences and meetings.
- Responsive to needs of government employees and agencies.

The panel, each of whom had read and summarized approximately fifty different questionnaires, also reported the views of faculty and committee members on the Graduate School's handicaps and limitations.

Among these:

- Need for more audio-visual materials and automated methods.
- Need for more coordination between people teaching in same subject areas.
- Limited library facilities or use thereof.
- Inadequately equipped classrooms.
- Need for laboratories.
- Disparity among students as to qualification, background, etc., in same class.
- Difficulty and insufficient assistance in getting degree credits for students.
- Course offerings geared to demand.
- Overlap in courses.
- Need for assistance in getting course materials duplicated.
- Problem of security at night, isolation of location.
- Preoccupation with USDA problems and people.
- Teachers' pay!
- Little incentive to take grades and examinations seriously.
- Part-time students, part-time teachers make it difficult to achieve excellence.

Finally, the panel summarized the suggestions given for the future of the Graduate School:

- Keep adaptability, flexibility, independence, low tuition.
- More courses on Saturdays.
- More coordination with other institutions.
- Attainment of own facilities.
- Employment of new techniques, application of computerized teaching, TV instruction.
- Initiation of a degree program.
- More involvement with community problems.
- Better communication between teachers.
- Paid departmental heads.
- Retain flexibility, diversity of subjects.
- More adequate parking facilities -- with guards!
- Change the name of the school.

Employ teachers' helpers as part of permanent staff.  
Confine school to training needs of government.  
Make the school into an executive training school.  
Give specialist teachers more help in teaching methods.  
Analyze training needs of new departments of government.  
Include new developments in sciences, particularly behavioral sciences.  
Continue to re-examine role of Graduate School as unique institution.

Mr. Fulker pointed out that some of the responses reported by the panel appeared on many questionnaires and some represented the response of only one person. The responses of students and other groups will be reported later.

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### REFERENCE TOOLS

Robert L. Birch, who teaches a Graduate School course in Cataloging and Classification, sends along a handing list of "first-step reference tools" which he provides his students. We thought you might find it useful, too. With the listing of reference volumes, he gives notes on how they might be consulted by a non-specialist approaching a new subject.

1. Subject Guide to Books in Print

This lists books now on the U. S. market, arranged under subjects based on the subject headings used by the Library of Congress. A photocopy of a page relating to your current interest can serve as a quick, if uncritical, bibliography.

2. Encyclopedia of American Associations

Uses keyword index to locate addresses and descriptions of associations for or against almost anything. Trade associations and professional societies are grouped by category. Often the identification of a society, and its publications or its information services, may be enough to get a grip on a subject.

3. Facts on File

For highly condensed bone-up material on almost anything that has been in the headlines; includes index apparatus with, for instance, "Nixon farm statement," under the heading "Agriculture."

4. Current Biography

For quick write-up on anyone who has been in the news but has not yet been embalmed in Who's Who.

5. New York Times Index

For any subject or person included in this index, gives the approximate date the same story can be found, probably, in other newspapers, if the New York Times is unavailable.

6. Catalog of Federal Assistance Programs

Published by the Office of Economic Opportunity in 1967, this listing and guide to requirements serves as a supplement to the more general indi-



cations of mission in such publications as the U. S. Government Organization Manual.

7. Washington '68

This directory of who does what in the Nation's Capital has listings by agency or organization, government or other, including newspapers with bureaus in Washington, and includes phone numbers. Also has name index.

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TRAINING MAKES A DIFFERENCE

Emma Morgan, who teaches a course in Institutional Housekeeping, writes to say how happy she is that three members of her fall, 1968, class have had a raise in salary due to the many things that they learned in class and have put to use in their housekeeping departments.

"This proves again," she points out, "that training can and does make a difference."

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DO-IT-YOURSELF

Have you considered writing your own textbook? Arthur M. Hughes, a government employee and part-time lecturer at Northern Virginia Community College recently did along with several colleagues. They published a book, "The American Economy" themselves and have now set up a publishing company of their own to encourage the publication of textbooks for Washington area colleges. Mr. Hughes can be reached at 6609 Ridgeway Drive, Springfield, Va. 22150 or by phone on 451-1547.

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NEW ADDITION

A new special three-day course in Federal Contract Law: Recent Trends and Issues will be offered April 28-30, 1969. Elmer Mostow of the Department of Agriculture will coordinate the course which will include sessions to be given by a number of government, university and private sector attorneys and specialists. For more information, call Paul Barlow, DU8-6410 or Code 111 extension 6410.

  
John B. Holden  
Director.